



ENVIRONMENTAL SCIENCE AND SERVICES DIVISION
WATER BUREAU

For Notice of Change Letters or Emails (for minor changes as indicated by your PA):

- Except for changes in personnel, the grantee should discuss the proposed changes with the PA before developing a NOC letter or email. If new personnel replace personnel on the budget and are charging less than or equal to the same pay rate, the Grantee must submit an email to the PA stating the change.
- Upon verbal approval from the PA, the grantee will send a NOC letter or email to the PA.
- The PA will send a response back to the grantee indicating their official approval, and carbon copy the Administrative Unit staff.
- If the NOC includes budget revisions (such as changes to staff that affect the budget, changing rates, moving money between categories), the Grantee must submit a [Budget Revision Form](#).